

*Example of a Toyota Park Custodial Event
Scope of Services*

- ❖ Pre-event
 - Event meeting
 - Supply forecast of product requirements for upcoming event
 - Supply forecast of employee staffing and duties, including start and end times
- ❖ 4.5 Hours Prior to Gates Opening
 - Custodial staff members on-site – including supervisor
 - Answer all pre-event radio custodial issues
 - Clean writing-press area of the press-box
 - Roll-up the press-box radio rooms and television rooms doors and clean ribbon board and ledges; then close the doors
 - Remove all debris and/or standing water in the stands, concourse, stairwells, plaza, and all stadium gate entrances
 - Touch-up all suite balconies and windows
 - Power-wash as required main stage and stage bleachers
 - Clean the Northwest Hall of Fame
 - Clean the Southeast Hall of Fame
 - Confirm room 313 has tilt-carts/gondolas
 - After parking lots open service the active areas and empty debris containers into lot dumpsters
- ❖ 1.5 Hours Prior to Gates Opening
 - Additional custodial staff members on-site –
 - Stadium Club service
 - Second Star service
 - Field-Side-Seating service
 - Touch-up suites after Sodexo sets rooms
 - Touch-up part decks as necessary
- ❖ .5 Hours Prior to Gate opening
 - Second-tier of additional staff members on-site
 - Service all public areas, when gates open – Total staff of twenty-two people
 - One-person dedicated to field-side-seating and communications room bathroom
 - Two-people, opposite genders dedicated to stage, stage suites, stage men and women bathrooms, dock, and A1 gate
 - Two-people, opposite genders dedicated to Stadium Club, four club washrooms, and club hallway around to the south side of kitchen

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- Three-people, mixed genders dedicated to the 4th floor south party deck, A-level suites, B-level suites, B-level washrooms, and 5th floor party deck; focusing on debris removal and washroom stock
 - Dedicated staff to the west concourse; focusing on seating area, bathroom stock, and debris removal
 - Dedicated staff to the north concourse; focusing on seating area, bathroom stock, and debris removal
 - Dedicated staff to the east concourse; focusing on seating area, bathroom stock, and debris removal
 - Dedicated staff to the gate-d washrooms, gate-d lobby, gate-d entrance, box-office exterior, merchandize exterior, Monterrey exterior, D1 entrance, gate-e entrance
 - Dedicated staff patrolling the parking lots, fire fest, all entrance gates except gate-d, d1, and e
 - Floaters
 - Supervisors
- ❖ Post Event – ending three-hours after event
- Staff members
 - Clean public bathrooms and remove all trash
 - Staff members
 - Cleaning parking lots, 71st grindings, around the practice fields, eastside ditch, all entrance gates, and plaza
 - Staff members
 - Clean and remove all debris from party deck areas, concourse, stage, and dock
- ❖ Next Day Clean-up – six to seven hours
- Staff members
 - Remove all trash from seating areas
 - Wash all seating areas with fire hoses
 - Wash the concourse and stage with fire hoses
 - Confirm plaza, gate entrances, parking lots, and other exterior areas do not have missed trash
- ❖ Post Event Wrap-up
- Walkthrough stadium selected individual with custodial supervisor
 - Supply actual data points; actual staff hours, product allocations, unusual occurrences, etc.
 - Meeting